

Oregon Wing CAP Wing Staff Procedure

24 July 2005

Title: Wing Staffing Procedure

Purpose: This procedure documents the process for recruiting, and filling vacancies in the wing staff.

Process:

1. Whenever there is a vacancy in the wing staff, the ORWG/CC, CV, or CS contacts members that are qualified in the given staff assignment and request their assistance.
2. If the person accepts the job, then they are transferred to the wing organization OR-001. If a person cannot be identified by direct contact, then an announcement is made through the wing mailing or e-mail, and applications are sought. If this fails then the command staff will directly recruit new members to serve on wing staff.
3. Once a person is identified, a interview is conducted by the Wing Commander, Vice Commander or Chief of Staff with the candidate.
4. Following a successful personnel interview and Wing Commander's approval, the job assignment is made on a CAPF 2a or on a personnel authorization and presented to the Wing Commander's for signature. A copy of the signed document is placed in the member's file, copies are sent to higher headquarters as required.
5. The personnel change is announced at the monthly wing staff meeting. An introductory letter is also sent to the units.
6. The organization chart and wing staff roster are updated and distributed to:
 - a. Wing staff members
 - b. Unit commanders
 - c. Region HQ

Forms:

1. Sample staff recruiting letter
2. CAP Form 2A

Related regulations:

CAPR 20-1
CAPR 35-1

{Letterhead}

TO: ALL MEMBERS ORWG
FROM: ORWG/CS

SUBJECT: Wing Staff Position Availability

1. Oregon Wing Headquarters is seeking a qualified person to serve as _____. This position handles _____.
2. [Paste in a description of the job duties from CAPM 20-1]
3. Interested members may apply by contacting the ORWG Chief of Staff, Maj. Scott Hall by e-mail at orwgcs@charter.net.
4. The Wing Commander will make the final decision on all appointments. This position will be filled as soon as a possible.

SCOTT HALL Maj. CAP
Chief of Staff